**VILLAGE OF FRUITVALE**

**CASUAL CLERK STENO, ADMINISTRATION**

The closing date for applications is February 13, 2024.

The Village of Fruitvale has a vacancy for the position of **CASUAL CLERK STENO** within the Bargaining Unit – CUPE Local 2087**.** This position is on a casual basis to fill-in for sick leave and vacation coverage. The hours of work are 8:30 am to 4:30 pm with a one-hour lunch break. The rate of pay for this position is as per collective agreement.

Reporting directly to the Chief Administrative Officer, the successful applicant will be required to perform a variety of routine and non-routine clerical tasks such as, but not limited to, cashier duties, answering phones, public information responses, rental bookings, and correspondence.

Minimum requirements are as follows:

* Grade 12 or equivalent (G.E.D.)
* Experience in business English and correspondence as well as records management.
* A valid B.C. Class 5 driver's license; with satisfactory profile
* Computer competency in word processing, spreadsheets, desktop publishing and web page maintenance.
* Knowledge of the iCity accounting system would be advantageous but is not required.
* Knowledge of local government would be advantageous but is not required.
* Able to work on short notice is required.

Resumes with cover letter can be dropped off at the Village of Fruitvale Office, 1947 Beaver Street, Fruitvale, BC or emailed to [cfo@village.fruitvale.bc.ca](mailto:cfo@village.fruitvale.bc.ca) with the subject Casual Clerk/Steno. Closing date is February 13, 2024.

Thank you to all candidates for your interest, however, only those candidates selected for interview will be contacted.